

United States Bankruptcy Court District of Rhode Island

AUTOMATION SUPPORT SPECIALIST

Salary: CL 25 (starting salary \$29,833 based on qualifications plus benefits)

THE POSITION:

The Automation Support Specialist is a member of the Automation Team. The incumbent provides help desk and automation support to the court unit staff. The incumbent's duties include, but are not limited to, installing hardware and software, providing assistance and training to users on applications such as word processing and data entry, troubleshooting and fixing technical program problems, building computers from scratch, researching procurement of equipment, inventory, tape back-up rotation and maintenance of all desktop systems. The Automation Support Specialist reports directly to the Systems Manager.

MINIMUM QUALIFICATIONS:

To qualify for the position, the incumbent must have the following experience listed below:

- * 2 years hands-on experience working on automation equipment and related software in a Windows NT 4.0 network environment
- * Exceptional help-desk skills
- * The ability to communicate effectively with others, both orally and in writing
- * Windows 98 – network connectivity, configuration and software installation
- * Printers –troubleshooting and print services
- * Back-up software and hardware
- * Applications – Corel Suite 8, Microsoft Office Suite, Microsoft Outlook 98, and others used by the court
- * Knowledge of networking hardware/software
- * Willingness to travel

DESIRABLE QUALIFICATIONS:

- * Associate degree or greater in a related field
- * NT workstation 4.0

SPECIALIZED EXPERIENCE:

Progressively responsible for the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology on a medium sized network.

OTHER INFORMATION:

All candidates selected for an interview will be subject to a written and hands-on test as well as a personality profile review. The selected applicant must satisfactorily complete a probationary period (1 year). Relocation expenses will not be reimbursed. This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net salary.

SEND RESUME TO:

Personnel Department
United States Bankruptcy Court
District of Rhode Island
380 Westminster Mall, 6th Floor
Providence, RI 02903

APPLICATION DEADLINE: Friday, September 7, 2001

EMPLOYEE BENEFITS:

- * Thirteen days of paid vacation per year for the first three years with increments thereafter
- * Participation in a retirement program
- * Participation in a federal health, life and long-term disability insurance programs
- * A minimum of 10 paid holidays per year
- * Recognition of prior federal service or military service for computation of leave and retirement benefits

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL
OPPORTUNITY EMPLOYER**

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